

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

BACKWARD CLASSES WELFARE DEPARTMENT – Introduction of online processing of bills in Backward Classes Welfare Hostels – Detailed Instructions – Issued.

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**BACKWARD CLASSES WELFARE (B2) DEPARTMENT**

**G.O.Ms.No. 23**

**Dated:21-10-2013**

**Read the following:-**

1. G.O.Ms.No.64, BC(B1) Department, Dated: 29.11.1997.
2. From the Commissioner, B.C. Welfare, A.P., Hyderabad  
Lr.Rc.No.I/e-Hostels/6641/2012, Dated: 4.10.2013.
3. From the Finance (TFR) Department, Memo.No.25684-D/  
557/TFR/2013, Dated:17.10.2013

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**ORDER:**

In the G.O.1<sup>st</sup> read above among others, orders, delegating of bill drawing powers to field functionaries etc were issued.

2. The Backward Classes Welfare Department proposes to introduce online processing of bills for all Backward Classes Welfare Hostels in the State through e-hostel software package developed by the Centre for Good Governance. Pending issue of this G.O the following instructions have been issued to make necessary arrangements to integrate the e-hostel software package with the Treasury Server to enable the online processing of bills.

- I. Government have examined the proposal of the Backward Classes Welfare Department and agreed to introduce the online processing of all hostel bills in all Backward Classes Welfare Hostels in the State.
- II. Under the e-hostel software package each entity namely a vendor, (supplier of vegetables, groceries, electricity, water, office stationery sundry items), an employee (tutor or outsourcing agency), house owner (rented buildings), shall have a bank account with the IFSC code & Bank branch to enable online remittances.
- III. The various bills relating to Diet Charges, Tutor Charges, Water and Electricity charges, Rents and cosmetic charges must be processed through the e-hostel software package developed by the C.G.G and transmitted to the Sub-Treasury online for processing and remittance of amounts online to the different Bank Accounts of the respective Vendor, Employees, Teachers and Manpower Agencies as authorized by the Hostel Warden.
- IV. The online bills being uploaded to the Sub-Treasury will be similar to the scholarship bills of E-pass, but being done now at the Sub-Treasury level by the hostel warden concerned.
- V. As the e-hostels package is fully enabled online, the Drawing and Disbursing Officers namely Hostel Welfare Officers of the Backward Classes Welfare Department shall be held directly responsible for ensuring that all the bills such as Diet bills, Office expenses bills, salary bills etc., are all drawn online by ensuring that details of attendance, purchases, issues are made online regularly for submission of bills online to the treasury. The earlier practice of getting hostel bills countersigned by the Assistant B.C.Welfare Officers vide III (b) of reference 1<sup>st</sup> cited above is no longer felt necessary as all aspects of the hostels are entered online by the Hostel Welfare Officers. Moreover, the Hostel Welfare Officers are the DDO for the hostels.

- VI. The Deputy Directors / District B.C.Welfare Officers of Backward Classes Welfare Department in the State are requested to ensure that adequate training is imparted to all Hostel Welfare Officers who are also the D.D.O's.
- VII. All the District Treasury Officers are therefore advised to ensure that steps are taken to open CINB accounts at the Sub-Treasury level to enable uploading of sanctioned amount of bills into the respective Bank Accounts to ensure Bank Accounts of Hostel Wardens, the vendor, employees, tutors and manpower agencies which are authorized by the Hostel Warden.
- VIII. The Deputy Directors / District B.C.Welfare Officers of Backward Classes Welfare Department are requested to ensure that all Hostel Welfare officers submit all bills relating to Backward Classes Welfare Hostels, henceforth, through the e-hostel software package only and no manual bills will be entertained hereafter.
- IX. All the Deputy Directors / District B.C.Welfare Officers of Backward Classes Welfare Department and all the District Treasury Officers in the State are requested to report compliance in the matter.
3. This order is issued basing on the instructions issued by the Finance Department vide reference 3<sup>rd</sup> read above.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J.RAYMOND PETER  
PRINCIPAL SECRETARY TO GOVERNMENT (FAC)**

To  
The Commissioner B.C.Welfare, A.P., Hyderabad.  
The District Collectors in the State.  
The District Treasury Officers in the State.  
All Deputy Directors/DBCWOs of B.C.Welfare Department in the State  
**through** Commissioner, B.C.Welfare, A.P., Hyderabad.  
Copy: OSD to M (BCW)  
Copy: PS to Prl.Secretary to Government, B.C.Welfare Department.  
Copy to Finance (Exp.BCW/TW) Dept.  
Sf/Sc

//Forwarded :: by order//

SECTION OFFICER